

Reports to: Legal Director
Pay grade: 108

FLSA: Exempt

DIVERSITY PROCUREMENT OFFICER

NATURE OF WORK

Serves the public with professional level work helping to promote diversity and equal opportunity of Minority Business Enterprises and Women Business Enterprises (MBE/WBE) throughout all City departments purchasing of goods and services and increase the number of Minority and Women in the Workforce of City of Rockford contracts.

DISTINGUISHING FEATURES

Work involves the responsibility for monitoring and enforcing adherence to city ordinances and policies as well as applicable state and federal laws regarding contracts let by the City of Rockford. Work also involves providing assistance to improve economic and development opportunities for minority / women owned businesses. The function entails interpreting regulations dealing with minority and female participation of contractors, contract compliance and practices, and appropriate pay practices, materials procurement, and other matters of contract administration.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Administers City of Rockford's contract compliance program; ensures compliance with affirmative action and contract compliance of city contractors and city government. Performs on-site review of city contractors.

Identifies and conducts outreach activities with Minority/Women business for participation in City contracts.

Investigates complaints relating to certification and affirmative action policies and practices of contractors and vendors; makes recommendation as to appropriate actions. Administers appeal process and takes steps to resolve disputes.

Assists in development and implementation of contract compliance plan. Trains contractors on affirmative action and contract compliance duties, responsibilities, and methods on how to comply with applicable ordinances.

Trains all City Departments staff who have purchasing responsibilities on the utilization of Minority and Women Business Enterprises in their daily authority for issuing purchase orders for materials, supplies, contractual services and equipment for the City.

Acts as intermediary between City Departments and Contractors to assure compliance with Local, State (Prevailing Wage and Certified Payrolls) and Federal (Davis Bacon Act) requirements as well as other business affairs affecting contracts.

Monitors hiring and employment practices, and pay practices of contractors, and materials and equipment procurement. Prepares comprehensive reports on contractor activities during execution of the contract.

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Provides staff support to Purchasing Division and the City Administrator. Recommends and assists in drafting changes to ordinances and rule changes when necessary and appropriate.

Reviews and analyzes financial, legal, and business documents, and gathers other necessary information to certify firms who meet legal definition of MBE/WBE.

Provides oral and written reports to appropriate city officials, committees and to appropriate state and federal agencies.

Develops and maintains MBE/WBE directory. Establishes and maintains all files and reference systems for contractor and MBE/WBE data and documents.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Legal Director and in cooperation with other departments. Work is reviewed by observation and annually for effectiveness of services provided and adherence to guidelines and requirements and overall results achieved.

SUPERVISION EXERCISED

Supervision is not a responsibility of this class, although functional direction may be exercised over program or support staff in connection with various activities of a program.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, bending, and carrying items less than 25 pounds such as papers and files. Work may require attending meetings and conferences, which involves traveling throughout the city.

SUCCESS FACTORS (KSAs)

Considerable knowledge of construction principles, practices, concepts, procedures, and methods.

Thorough knowledge of federal and state compliance activities and/or contract compliance laws, rules, regulations, procedures, and guidelines.

General knowledge of procurement techniques and strategies.

Knowledge of current and historic problems and issues facing Minority and Women owned businesses.

Knowledge of administrative/managerial principles, concepts, practices, and procedures.

Ability to answer inquiries and resolve complaints from aldermen, contractors, developers, and the general public in an effective, tactful, courteous manner.

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Ability to establish and maintain effective working relationships with superiors, subordinates, employees of other city departments, City officials, consulting engineers, contractors, developers, and the general public.

Ability to analyze complex problems and develop workable solutions.

Ability to effectively communicate, both orally and in writing.

Ability to prepare and present detailed and complex written and oral reports.

Skill in the operation of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a closely related field and 3-5 years experience in contract compliance. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.